

**EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF NGOs, CHARITABLE TRUST, ACADEMIC INSTITUTIONS,  
ORGANIZATIONS AS KEY RESOURCE CENTER (KRC) FOR CAPACITY BUILDING OF  
DIFFERENT STAKEHOLDERS UNDER SWACHH BHARAT MISSION- GRAMIN (SBM-G)**

**FOR MISSION DIRECTORATE, SWACHH BHARAT MISSION GRAMIN, ASSAM**

**January 2018**

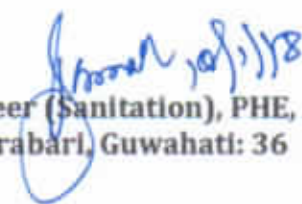
**MISSION DIRECTORATE  
SWACHH BHARAT MISSION -GRAMIN  
PHE CAMPUS, HENGRABARI  
GUWAHATI-781036  
E-mail Id.:sbmg.assam@gmail.com**

**GOVERNMENT OF ASSAM  
OFFICE OF THE MISSION DIRECTOR  
SWACHH BHARAT MISSION-GRAMIN: ASSAM  
HENGRABARI, GUWAHATI-781036**

**Short Notice/ Expression of Interest (EOI) No.33 of 2017-18**

The Mission Directorate, Swachh Bharat Mission-Gramin, Assam, Hengrabari, Guwahati-36, invites proposal from eligible agency (NGOs, Charitable Trust, Academic Institutions, Organizations) for **"empanelment as Key Resource Center (KRC) for Capacity Building of different stakeholders under Swachh Bharat Mission- Gramin (SBM-G)."** The EOI has to be submitted manually at the Office of the Mission Director, Swachh Bharat Mission-Gramin, Assam, Hengrabari, Guwahati-36

1. Date of release of EOI: **10.01.2018 at 16.00 hr**
2. Date and time of starting of EOI submission by the intending organizations :**11.01.2018 at 16.00 hr**
3. Date and time of closing of EOI submission by the intending organizations: **25.01.2018 at 16.00 hr**
4. Date and time of opening of the EOI :**29.01.2018 at 12.00 hr**
5. Place of opening of EOI(s) : Mission Directorate, Swachh Bharat Mission- Gramin, C/o Office of the Chief Engineer(PHE), Sanitation, Assam, Hengrabari, Guwahati-36
6. The intending agency shall have to submit the copy of their organization registration certificate as per government norms, Court affidavit in case of proprietary establishment along with the technical proposal. A certified copy shall have to be submitted along with the proposal security.
7. The intending agency's EOI should be accompanied with a demand draft of **Rs 500.00(five hundred)** drawn in favour of the **Chief Engineer(PHE), Sanitation, Assam**, as Processing Fee, which is Non-Refundable. Please note that the EOI, which does not include the processing fees, would be rejected as non-responsive.
8. The above documents shall have to be submitted in one envelope as stated in EOI Document.
9. Other details can be seen in the detailed EOI documents and TOR. The Mission Directorate, Swachh Bharat Mission (Gramin) shall not be held liable for any delays. It is the **agency's** responsibility to verify the information related to the proposal.
10. If the closing and opening date(s) mentioned above falls on a non-working day, then closing and opening date(s) will be the next working day.
11. The Mission Directorate may change/ correct any clause(s) of the Eoi, which may have been incorporated inadvertently.

  
**Chief Engineer (Sanitation), PHE, Assam  
Hengrabari, Guwahati: 36**

**Memo No.RGRWSM- 151 /Pt.I/2017-18/ 13567 - 79**

**Date: 10.01.18**

Copy to:

1. The Additional Chief Secretary, PHE Deptt, Govt. of Assam, Dispur, Guwahati-6.
2. The Secretary to Govt. of Assam, PHE Deptt, Assam Sachivalaya, Block -B , Guwahati-6
3. The Chief Engineer (PHE), Sanitation, Hengrabari, Guwahati-36
4. The Director, Information & Public Relation, Assam
5. All Deputy Commissioners
6. The Principal Secretary, BTAD/DHAC/KAAC
7. The Staff Officer to Chief Secretary, Assam, Dispur, Guwahati-6
8. The Additional Chief Engineer(PHE), All Zone
9. The Superintending Engineer(PHE), All Circle
10. The PS to Hon'ble Minister, PHE Dept , Dispur, Guwahati-6
11. The Member Secretary/Associate Member Secretary cum EE(PHE) All Division
12. Finance & Accounts Officer, Mission Directorate, SBM-G, Assam
13. The State Procurement Officer, Mission Directorate, SBM-G, Assam

  
**Chief Engineer (Sanitation), PHE, Assam  
Hengrabari, Guwahati: 36**

**EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF NGOs, CHARITABLE TRUST, ACADEMIC INSTITUTIONS,  
ORGANIZATIONS AS KEY RESOURCE CENTER (KRC) FOR CAPACITY BUILDING OF  
DIFFERENT STAKEHOLDERS UNDER SWACHH BHARAT MISSION- GRAMIN (SBM-G)**

**FOR MISSION DIRECTORATE, SWACHH BHARAT MISSION GRAMIN, ASSAM**

**January 2018**

**MISSION DIRECTORATE  
SWACHH BHARAT MISSION -GRAMIN  
PHE CAMPUS, HENGRABARI  
GUWAHATI-781036  
E-mail Id.:sbg.assam@gmail.com**

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**1. Short Notice**

**GOVERNMENT OF ASSAM  
OFFICE OF THE MISSION DIRECTOR: SWACHH BHARAT MISSION-GRAMIN, ASSAM  
HENGRABARI, GUWAHATI-781036**

**Short Notice / Expression of Interest (EOI) No 33 of 2017-18**

The Mission Directorate, Swachh Bharat Mission-Gramin, Assam, Hengrabari, Guwahati-36, invites proposal from eligible agency (NGOs, Charitable Trust, Academic Institutions, Organizations) for "Empanelment as Key Resource Center (KRC) for Capacity Building of different stakeholders under Swachh Bharat Mission- Gramin (SBM-G)." EOIs are to be submitted manually. The detail EOI document will be available in the official website [www.aphe.gov.in](http://www.aphe.gov.in) & [www.phe.assam.gov.in](http://www.phe.assam.gov.in) from 16:00 hours of 10.01. 2018 upto 16:00 hours of 25.01.2018.

  
Chief Engineer (Sanitation), PHE, Assam  
Hengrabari, Guwahati: 36

**Memo No.RGRWSM- 151 Pt. 1/2017-18/**

**13567 - 79**

**Dated:- 10.01.18**

**Copy to:**

1. The Additional Chief Secretary, PHE Deptt, Govt. of Assam, Dispur, Guwahati-6.
2. The Secretary to Govt. of Assam, PHE Deptt, Assam Sachivalaya, Block -B , Guwahati-6
3. The Chief Engineer (PHE), Sanitation, Hengrabari, Guwahati-36
4. The Director, Information & Public Relation, Assam with the request to publish in local dailies.
5. All Deputy Commissioners
6. The Principal Secretary, BTAD/DHAC/KAAC
7. The Staff Officer to Chief Secretary, Assam, Dispur, Guwahati-6
8. The Additional Chief Engineer(PHE), All Zone
9. The Superintending Engineer(PHE), All Circle
10. The PS to Hon'ble Minister, PHE Dept , Dispur, Guwahati-6
11. The Member Secretary/Associate Member Secretary cum EE(PHE) All Division
12. Finance & Accounts Officer, Mission Directorate, SBM-G, Assam
13. The State Procurement Officer, Mission Directorate, SBM-G, Assam

  
Chief Engineer (Sanitation), PHE, Assam  
Hengrabari, Guwahati: 36

<b>2. Schedule</b>	
<b>EMPANELMENT OF NGOs, CHARITABLE TRUST, ACADEMIC INSTITUTIONS, ORGANIZATIONS AS KEY RESOURCE CENTER (KRC) FOR CAPACITY BUILDING OF DIFFERENT STAKEHOLDERS UNDER SWACHH BHARAT MISSION- GRAMIN (SBM-G) FOR MISSION DIRECTORATE, SWACHH BHARAT MISSION GRAMIN, ASSAM</b>	
Period of availability of EOI document	: From 16:00 hours of 10.01.2018 upto 16:00 hours of 25.01.2018
Last date for receipt of EOI	: 25.01.2018 by 16:00 hours
Date and Time of EOI opening	: 29.01.2018 at 12:00 noon
Validity of the proposal*	: 180 days
Address for submission of the EOI	: MISSION DIRECTORATE SWACHH BHARAT MISSION-GRAMIN ASSAM, HENGRABARI GUWAHATI-781036
For further information	: Contact Ms. Runti Choudhury State Capacity Building Specialist SBM-G, Assam Email: <a href="mailto:runti.choudhury@gmail.com">runti.choudhury@gmail.com</a>  Ms Rubi Hazarika: 9401809617, State Procurement Officer, SBM-G, Assam email id : <a href="mailto:sbmg.assam@gmail.com">sbmg.assam@gmail.com</a>

\*The validity may be extended on mutually agreed conditions

<b>3</b>	<b>Type of Work</b>
	The Mission Directorate, Swachh Bharat Mission-Gramin (SBM-G), Assam intends to empanel NGOs/ Charitable Trust / Academic Institutions/ Organizations as <b>Key Resource Centre (KRC) for capacity building of different stakeholders under Swachh Bharat Mission- Gramin (SBM-G), Assam.</b> The objectives of involving Agency are to support the Mission Directorate for Capacity Building and other activities for implementation of SBM-G with focus on Water, Sanitation & Hygiene (WASH).
<b>4</b>	<b>Area of Work:</b>
	The state consists of 33 districts The intending agencies can apply for State level activities and one or more than one district, as per their preference, which should be clearly mentioned in the covering letter. However, Mission Director can empanel selected agencies in more than the specified districts based on their exposure, experience and performance.
<b>5</b>	<b>EOI Processing Fee</b>
	All Intending agencies are required to pay <b>Rs.500/- [Rupees five hundred]</b> towards EOI Processing Fees in the form of demand Draft drawn in favour of , <b>Chief Engineer (PHE), Sanitation</b> and payable at Guwahati. The EOI Processing Fee is Non-Refundable. Please note that the EOI, which does not include the EOI processing fees, would be rejected as non-responsive.
<b>6</b>	<b>Clarification on EOI Document</b>
	A prospective Bidder requiring any clarification of the EOI documents may submit their queries to the Mission Director, SBM (G) through hard copy or by email to <a href="mailto:sbmg.assam@gmail.com">sbmg.assam@gmail.com</a> . Mission Directorate, SBM (G) Assam, will respond to any request for clarification as per the calendar of the event prior to the deadline for submission of EOIs. Responses to queries will be clarified during the pre-bid meeting.
<b>7</b>	<b>Pre Bid Conference</b>
	The Bidder is requested to send the queries on or before <b>17.01.2018</b> Mission Director, SBM (G) will hold a pre bid meeting on <b>17.01.2018</b> Any modification in the EOI documents, which may become necessary as a result of the pre-bid queries or in sole discretion of Mission Director, SBM (G) shall be made exclusively through the issue of an Addendum publishing in the PHE website ( <a href="http://www.aphe.gov.in">www.aphe.gov.in</a> & <a href="http://www.phe.assam.gov.in">www.phe.assam.gov.in</a> ).
<b>8</b>	<b>General Terms &amp; Conditions</b>
	a) Proposals will be opened at the time, date and place as specified in the notice in presence of the intending agency or their authorized agents who like to be present at the time of opening.
<b>9</b>	<b>Eligibility Criterion for submission of proposal</b>
	Intending NGOs/ Charitable Trust/Academic Institutions/ Organizations having expertise in the field of training and capacity building satisfying the following



	<p>conditions may submit their proposal (EOI):</p> <ol style="list-style-type: none"> <li>The NGOs/ Charitable Trust /Academic Institution/Organizations may be a single registered entity or a JV between agencies. In case of JV, the MOU between the JV partners should be submitted along with the Proposal clearly mentioning the Lead Partner.</li> <li>Having experience in training/ capacity building in Water and Sanitation Sector for the last three years</li> <li>Have Average Annual Financial Turnover of minimum Rs. <b>10 Lakhs</b> in the last 3 financial years (2014-15, 2015-16 &amp; 2016-17)(Copy of audited financial statements for last three years to be submitted, duly signed by CA)</li> <li>Have proven experience of successfully performed training and capacity building activities in last three years each( 2014-15, 2015-16 &amp; 2016-17); (Statement of performance and client satisfactory certificate <b>to be enclosed</b>)</li> <li>Having an office set up in Assam of their own or its JV partner , (<b>Proof of office address with all contact details to be enclosed</b>)</li> <li>Have bank account in the name of the agency. Accounts should be audited regularly by a Chartered Accountant.</li> <li>The agency should not be blacklisted by any Government department</li> <li>Have in house expertise required for performing training and capacity building.</li> <li>The applicant must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant. (Scanned Copy of Litigation history, if any, duly certified by Notary, shall have to be uploaded along with other documents)</li> </ol>
<b>10</b>	<b>Criterion for Disqualification</b>
	<p>Even if an applicant satisfies the above noted requirements, it is liable to be disqualified if it is found to have:</p> <ol style="list-style-type: none"> <li>Made a false representation in the form, statement and attachments required in the documents for this empanelment;</li> <li>A record of poor performance such as abandoning assignments, not properly completing contract, financial failures or delayed completion;</li> <li>Been convicted by any court of law.</li> <li>Must not have been blacklisted by any government/ semi government department in the last three years.</li> </ol>
<b>11</b>	<b>Submission, Receipt and Opening of EOI</b>
	<ol style="list-style-type: none"> <li>Intending agencies should read the EOI and TOR carefully, before preparing and submitting the proposals. None need apply who do not have requisite experience and expertise.</li> <li>The original proposal (EOI) shall contain no interlineations or overwriting, except as necessary to correct errors made by the agency itself. The person who signs the proposal must initial such corrections. Submission of letters for the Proposal should respectively be in the format of ANNEXURE.</li> </ol>

	<p>c. An authorized representative of the agency shall put signature on all pages of the original Technical and Financial Proposals.</p> <p>The copies of the Proposal (as given under "Annexure 1", shall be submitted mentioning "Proposal for Empanelment as Key Resource Centre" as per requirement mentioned in the <b>Clause 9 of EOI and Section 11 of the TOR</b>.</p> <p>The documents must be sent to the address/addresses indicated in the SCHEDULE and received in the Mission Directorate no later than the time and the date indicated in the SCHEDULE, or any extension to this date. Any proposal received by the DIRECTORATE after the deadline for submission shall be returned unopened.</p>
<b>12</b>	<b>Information to be furnished along with the proposal are</b>
	<p>i. Registration Certificate (certified copy to be enclosed).</p> <p>ii. Certificate of Registration under Societies Registration Act (For NGO's)</p> <p>iii. PAN number(certified copy to be enclosed)</p> <p>iv. Bank Account Number &amp; Branch, IFSC Code (Certified copy of bank account to be enclosed)</p> <p>v. GST Registration No.</p>
<b>13</b>	<b>Interpretation of the proposal document</b>
	<p>a. The proposal documents are drawn up in English and other documents that are to be filled up by the intending agency shall also be in English. The language to which the documents are to be interpreted shall be English.</p>
	<p>b. Any clarification with regard to interpretation or of ambiguities discovered or pointed out after the publication of the proposal document in the portal <a href="http://www.aphe.gov.in">www.aphe.gov.in</a> &amp; <a href="http://www.phe.assam.gov.in">www.phe.assam.gov.in</a> but prior to the closing of proposals, as to the meanings, conditions, or instructions contained in any of the issues documents, shall be valid only when such clarification is made by the Mission Director, SBM-G/Chief Engineer (PHE) Sanitation, Assam, Hengrabari, Guwahti-36 or any authorized officer by uploading the instruction in the portal <a href="http://www.aphe.gov.in">www.aphe.gov.in</a> &amp; <a href="http://www.phe.assam.gov.in">www.phe.assam.gov.in</a>.</p>
	<p>c. Such addenda or circulars can be viewed on the web page of the website <a href="http://www.phe.assam.gov.in">www.phe.assam.gov.in</a> under "Corrigendum". Addenda and circular thus issued (if any) shall form part and parcel of the relevant proposal documents.</p>
<b>14</b>	<b>Addenda</b>
	Addenda, if any, will appear on the web page of the website <a href="http://www.aphe.gov.in">www.aphe.gov.in</a> & <a href="http://www.phe.assam.gov.in">www.phe.assam.gov.in</a>
<b>15</b>	<b>Tax</b>
	Tax as applicable under the Indian/Assam Govt's (Act/Law) shall have to be quoted separately.
<b>16</b>	<b>Preparation and Submission of Proposals</b>
	The intending NGOs/Charitable Agency/Academic Institutions/Organizations are required to study carefully all the proposal documents and prepare his / her/their proposal to comply with all the provisions thereof. Submission of a proposal shall be taken as evidence and confirm the agency that the intending agency has acknowledged all the provisions of the proposal documents and has fully acquainted himself with all



	<p>factors which may influence the preparation of his/her/their proposal. Negligence of the intending agency to observe instructions in preparing his/her/their proposal shall be at his /her/their own risk and shall not be a ground for securing relief from any error found or discrepancies contained in his/her/their proposal, or a cause for withdrawal of his/her/their proposal after it has been opened.</p> <p>Proposals should be completed in all respect and shall be consisting of the documents/information as stated in clauses of the 'Instruction to Intending agency.</p>
<b>17</b>	<b>Conditional Proposal</b>
	Conditional proposals shall be rejected.
<b>18</b>	<b>Unsealed Proposal Documents</b>
	The proposals shall be rejected if the hard copies to be submitted as mentioned above to the undersigned not properly sealed.
<b>19</b>	<b>Evaluation of the EOIs</b>
	<p>19.1 The criteria for eligibility &amp; qualification of Bidders are set out in <b>Clause 9 and Section 11 of the TOR.</b></p> <p>19.2 As part of the evaluation, the Bids shall be checked for responsiveness with the requirements of the EOI document and only those Bids which are found to be responsive would be further evaluated in accordance with the criteria set out in this EOI document.</p> <p>19.3 The Bid would be considered to be responsive if it meets the following conditions:</p> <ol style="list-style-type: none"> <li>a. It contains all the information and documents as requested in the EOI document.</li> <li>b. It contains information in formats specified in this EOI document.</li> <li>c. It provides information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by Mission Directorate, SBM (G) without communication with the Bidder). Mission Directorate, SBM (G) reserves the right to determine whether the information has been provided in reasonable detail.</li> <li>d. There are no inconsistencies between the Bid and the supporting documents</li> <li>e. A Bid that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one <ol style="list-style-type: none"> <li>i) which affects in any substantial way, the scope, quality, or performance of the Service contract, or</li> <li>ii) which limits in any substantial way, inconsistent with the EOI Document, Mission Director, SBM (G)'s rights or the Bidder's obligations under the Agreement, or</li> <li>iii) Which would affect unfairly the competitive position of other Bidders presenting substantially responsive Proposals</li> </ol> </li> </ol>
<b>20</b>	<b>Award of the assignment/job</b>

	<p>a. All the eligible agency shall be empanelled under the Directorate</p> <p>b. The assignment based on the State /District specific requirements and subject to willingness of the eligible agencies to carry out the task, training etc. will be awarded from time to time</p>
<b>21</b>	<b>Payment schedule</b>
	<p>Payment will be made in two stages as per approved cost norms</p> <p>a. Stage I- Upto 50 % of the approved project cost/assignment cost as per conditions of signed cost</p> <p>b. Stage II- Remaining amount shall be paid on satisfactory completion of the assignment for each specific task as per provisions/agreement of the contract within 30(thirty) days of submission of bills as required with complete details [Certificate of completion, photographs, reports duly signed by the organizer and district officials, Photographs (minimum 3)] of the assigned task/training programs duly signed by district officials, subject to availability of fund.</p>
<b>22</b>	<b>Special Provisions of the EOI Document</b>
	<p>a) <b>Safety measures:</b> The agency, to whom the assignment shall be awarded, shall be responsible for the safety of all professional /staff engaged for performance of the work at their own expenses.</p> <p>b) <b>Agreement:</b> The agency, to whom the assignment shall be awarded, shall enter into and execute an agreement. The proposal document, letter of acceptance, document submitted, uploaded by the successful intending agency shall form part of the agreement.</p> <p>c) <b>Jurisdiction:</b> In case of any dispute arising out of the Agreement, it will be governed under the jurisdiction of Gauhati High Court.</p> <p>d) <b>Non Compliance of the agreement:</b> If the agency, to whom the assignment is awarded, fails to comply with any condition of the agreement, the Mission Director, SBM (G), Assam, shall be at liberty to cancel the assignment at any stage of progress of the assignment. In such eventuality, performance guarantee shall be forfeited.</p> <p>e) <b>Time of completion of the assignment:</b> The assignment is time bound. The assignment shall have to be completed within the stipulated time of completion as mentioned in the EOI. Also steps will be taken for recovery of advance money.</p> <p>f) <b>Subletting the assignment:</b> The assignment or any part thereof shall not be allowed to sublet.</p> <p>g) <b>Idle time:</b> As the work is time bound, no idle time is applicable under any circumstances.</p> <p>h) <b>Force -de -majeure clause:</b> The assignment is subject to Force-de-majeure clause as applicable under the law.</p>

  
**Chief Engineer (Sanitation), PHE, Assam**  
**Hengrabari, Guwahati: 36**



## TERMS OF REFERENCE (TOR)

### FOR EMPANELMENT OF NGOs, CHARITABLE TRUST, ACADEMIC INSTITUTIONS, ORGANIZATIONS AS KEY RESOURCE CENTER (KRC) FOR CAPACITY BUILDING OF DIFFERENT STAKEHOLDERS UNDER SWACHH BHARAT MISSION- GRAMIN (SBM-G)

#### 1. Background

In recent years, especially after the introduction of Swachh Bharat Mission-Gramin (SBM(G) ) in sanitation, a number of new issues and challenges have emerged in the sanitation sector such as sustainability of water sources and usage of sanitation facilities, financial and institutional, building capacity of government functionaries as well as of other stakeholders under SBM-G to play their role in a changing environment, capacity of PRIs to manage sanitation and water supply issues, etc. In order to address such emerging issues and challenges, it is necessary that the capacity of different stakeholders is strengthened to enable them to play their role and shoulder their responsibilities effectively. There is need to bridge the knowledge and information gaps to enable stakeholders to dovetail local knowledge and traditional wisdom in ensuring 100% Open Defecation Free India and to sustain it on long term basis. With the focus under SBM (G) shifting from mere construction of toilets to sustained usage by promoting appropriate toilet technology and improving the levels of cleanliness in rural areas through Solid and Liquid Waste Management (SLWM), the role of functionaries at State, District and Gram Panchayat has also changed.

In this endeavor, there is need to have institutions of high repute and experience engaged in working on these issues, in imparting training and in other activities to build capacities of different stakeholders. With the coming into effect of the new guidelines of SBM (G), a necessity has been felt to identify such institutions as **Key Resource Centres (KRCs)** to carry out the said tasks. The KRCs will be the key institutions engaged across the state in capacity building, reorientation of different stakeholders, disseminating knowledge and information, documenting best practices, etc. to achieve the goal of attaining 100% Open Defecation Free (ODF) status in rural areas in accordance with the extant guidelines. The KRCs will endeavor towards adopting a holistic approach in addressing the training and capacity building issues related to the subjects falling within the purview of the Ministry.

#### 2. Need of Establishing KRCs

Post introduction of Swachh Bharat Mission-Gramin on 2<sup>nd</sup> October, 2014, there has been a paradigm change in the sanitation sector. The strategy is to move towards a Swachh Bharat i.e. 100% Open Defecation Free India by 2<sup>nd</sup> October 2019. The

suggested approach has been community based and community strategic approaches focusing on collective behavior change. Emphasis is to be placed on awareness generation, triggering behavior change and demand generation for sanitation facilities and for solid and liquid waste activities. To carry out the above approach there is need for more capacity building activities based on community based trainings. SBM (G) has a distinct responsibility of delivering Swachh India by 2019 and this requires addressing the demand of capacities urgently and comprehensively.

### **3. Objectives of Establishing KRCs**

- Upgrade knowledge, skills and attitudes of the government functionaries at various levels, PRI representatives, master trainers and other stakeholders.
- Equip the trainees intellectually and professionally for carrying out the assigned responsibilities in an effective and sustainable manner
- Keep personnel up-to-date on the new technologies and innovations and enhancing professional knowledge and skills needed for better performance of individuals and organizations
- Motivate and enable the trainees to achieve professional excellence
- Promote attitudinal reorientation in line with emerging issues and challenges, foster respect for rural community's rights, focus on issues and concerns of the rural community and in involving them in process of planning, implementing and monitoring
- Motivate communities and PRIs to adopt sustainable sanitation practices and facilities through awareness creation and health education.
- Encourage cost effective and appropriate technologies for ecologically safe and sustainable sanitation
- Develop where required, community managed sanitation systems focusing on scientific Solid and Liquid Waste Management(SLWM) systems for overall cleanliness in the rural areas
- Equip the trainees intellectually and professionally for carrying out the assigned responsibilities under SBM-G to attain ODF status by 2019
- Promote BCC/IPC, Advocacy, more collective community behavior change approaches
- Training on other issues related to sanitation

### **4. Basic Function of KRCs**



KRCs empanelled will be valid for a period of **one year** from the date of empanelment, which may be extended subject to satisfactory performance. Key resource centers will take on various roles

- **Capacity Developers and Advisors:** training, developing competencies of various stakeholders in regular training courses for smooth implementation of SBM
- **Connectors:** providing /facilitating forums to share knowledge and information about sector stakeholders
- **Knowledge Generators:** developing knowledge through (action) research
- **Information brokers:** collecting and analyzing local field practices and experiences, packaging and disseminating information through training sessions and other methods
- **Facilitators:** their independent role will allow to facilitate multi-stakeholder events and processes
- **Advocates:** advocating and promoting sector development
- **Highlighters:** bringing best practice forward and highlight it for its replication and up-scaling
- **Verification:** verifying Open Defecation Free (ODF) villages
- **Documenting case studies on significant change:** identify good practices and significant changes in different aspects of the project activities within a specific project or one specific aspect in cluster of projects and document case studies

#### **5. Key Activities to be Performed**

- KRCs will support training of State/District level functionaries/ Panchayati Raj Institutions (PRI) members and other stakeholders (viz. Swachha Grahis, NGOs, Nodal Officers etc.) on sanitation under the arena of district administration and District Water and Sanitation Committee (DWSC) in the assigned district
- Provide induction training, in-service-training, orientation and capacity development on various aspects of Sanitation, Solid Liquid Waste Management (SLWM), Community Mobilization, Management Information System (MIS), Data Analysis, Best Practice etc. to the staff and member of State Water and Sanitation Mission (SWSM), Panchayati Raj Institutions (PRIs), Public Health Engineering Department (PHED), NGOs, Community Based Organization etc.
- Conduct triggering exercise in village and support in preparation of Open Defecation Elimination (ODF) plan
- KRCs will take lead role in the targeted Panchayats of the assigned district in community mobilization for ensuring usage of toilets and assist in formation of monitoring committee
- KRCs will be involved in verification of ODF declared villages

- Ensuring sustainability of the villages/GPs which has achieved ODF
- Increasing awareness and understanding of SBM(G) by capacity building of District Water and Sanitation Mission members (DWSM), Water and sanitation support organizations(WSSO),Village Water Health and Sanitation Committee (VWHSC) members, representatives of Panchayati Raj Institutions (PRIs), Non Government organizations, Self Help Groups, School functionaries, health workers and other stakeholders.
- Develop where required, community managed sanitation systems focusing on scientific Solid and Liquid Waste Management(SLWM) systems for overall cleanliness in the rural areas.
- Build capacity of different stakeholders regarding appropriate and cost effective technologies and implementation mechanisms that promote community participation and source sustainability
- Provide knowledge support to the stakeholders on the latest innovations, tools and best practices that promote effective and efficient delivery of services and monitoring;
- Designing training modules and materials based on Training Need Assessment (TNA) results and in consultation with States for ensuring effective implementation of the programmes
- Updating training content periodically based on feedback obtained from trainees and new development in the sector
- Training on community based approaches.
- Sharing of good and innovative experiences under SBM-G

## **6. Areas of Operation**

Swachh Bharat mission is being implemented in all 33 districts of Assam. One agency can be assigned for more than one district based on the bidding score. However in such case the agency will establish an independent set up in all their allocated district.

## **7. Annual Action Plan**

The selected agency will prepare and submit an Annual Action Plan to the State Mission Directorate, SBM-G, in coordination with the respective DWSCs giving details of proposed activities in furtherance with the objectives of the district Annual Implementation Plan (AIP) and in accordance to the target of the district. On its approval necessary funds will be released in two installments from the district HRD Heads of SBM-G Program.

## **8. Method of Selection of KRC**



Selection will be based on "**Technical Capacity**" submitted in the form of EOI Proposal. Proposals will be evaluated by the panel of experts appointed by the Mission Directorate. Final Selection will be done by a Selection Committee under the Chairmanship of the Secretary, PHE Department and Mission Director comprising of other members.

#### **9. Submission of Proposals**

Proposals are common for all districts. Interested bidders may apply for State level activities and selected district. Further, if in case no bids meeting requirements are received for any of the district, technically qualified agencies for other state/district fitting into may be offered over and above their selected districts.

- a. Last date of submission: Proposals complete in all respect as per the above instructions should be submitted on or before **25<sup>th</sup> January, 2018**.
- b. Proposal should be submitted in the prescribed performa in **ANNEXURE 1**.
- c. Proposal will be common for all the district a bidder agency is interested for. However, it should clearly mention the name(s) of the district(s). EOI Proposal with all supporting documents should be submitted in sealed envelope clearly super scripted as "**Empanelment of agencies as Key Resource Centers on Sanitation for district/districts**".
- d. Bidder should pay Rs.500 as proposal fee separately through demand draft issued by any scheduled bank drawn in favor of "**Chief Engineer (PHE), Sanitation, Assam**". This fee is non-refundable.
- e. EOI proposal should be submitted with a covering letter clearly mentioning the name of District(s) and Demand draft.
- f. All the pages of the bid document and documents attached should be signed and stamped by the authorized signatory of bidder agency.

#### **10. Criteria for selection of KRCs**

Key Resource Centers will be identified by the Swachh Bharat Mission Directorate based on the track record of national standing experience, previous work and involvement of the concerned NGOs/ Charitable Trust/ Institutions/ Organizations in rural Sanitation Sector. The selection of NGOs/ Charitable Trust/ Institutions/ Organizations depends on marks obtained in two phases as follows,

Phase	Particulars	Marks
1st	Short listing of NGOs/ Charitable Trust /Institutions/ Organizations	100
2nd	Presentation	50
<b>Total Marks</b>		<b>150</b>

### **(i) Short listing of NGOs/ Charitable Trust /Institutions/ Organizations**

The 1<sup>st</sup> phase of selection depends on review of eligibility criteria or parameters as per below information in Clause 9 of EOI documents and Section 11 of the TOR. It is essential and mandatory to give specific information and attach all supporting documents duly signed as prescribed in Annexure 1. Total weightage of 100 marks has been assigned in the 1<sup>st</sup> phase, as per details provided in Annexure 2. The agency who will score 60 % marks will qualify for 2<sup>nd</sup> phase of selection.

### **(ii) Presentation**

The 2<sup>nd</sup> phase is the final phase of selection for shortlisted NGOs/ Charitable Trust /Institutions/ Organizations. Here the shortlisted agency needs to give a brief presentation before a selection committee chaired by Secretary, PHED and comprising of other members from the Mission Directorate. The selection committee will give marks out of 50 as per their presentation, after which the marks of both phase of shortlisted agency will be added and the NGOs/Institutions/ Organizations will be selected as a KRC for SBM-G.

New Key Resource Centers may be selected as and when the need arises. The Mission Directorate and KRC will have the right to terminate the status of an institution as KRC by informing it three months in advance and the KRC will be required to settle the accounts/ complete the assigned work and submit the report to the Department.

## **11. Eligibility Criteria/ Parameters**

- i. The agency should have an independent legal existence, registered under the Societies/Trust act. [Submit proof of Registration Certificate, Articles and Memorandum of Association]
- ii. The agency should have minimum three years of working experience on Sanitation and Capacity Building and 15 years in the developmental sector

- iii. The agency should have PAN, Service Tax registration, GST Registration and registration under applicable laws and should submit copies of the same. Consortium bidding to fulfill the eligibility criteria of this EOI shall not be allowed at any stage
- iv. The agency should have experience of working with Government with any of the national or state flagship schemes meant for social development of community specially on capacity development
- v. The agency should not have been debarred / blacklisted by any Government sector/ PSUs/ bilateral and multilateral agencies. Affidavit by the Notary on the same to be submitted by the agency.

## **12. Essential Documents to be Provided and Attached**

### **(1) General Information of the NGO/ Organization/Institutions**

- a. Name, address and contact details of the organization
- b. Type of Organization (Date of Registration in case of Non-Governmental Organizations)
- c. Details of Office bearers – Name, Educational Background, Position & Area of Specialization
- d. Infrastructure- especially Training Center details
- e. Financial Information- Abstract of audited reports of the last three years (copies attached)
- f. Published/ certified annual reports for last three years

### **(II) Experience in Sanitation**

- a. Total years of experience in sanitation projects/ schemes of international agencies, central government departments, state government departments and their agencies.
- b. Donor wise brief of the work done in sanitation- name of donor , name of the project, period, location of work, brief description of the work done, outstanding achievement and Completion period for last 3 years.
- c. Technical tools adopted –PRA/ participatory tools, thematic studies & case studies and any other specific sanitation related activities undertaken
- d. Specific contribution in Sanitation- Details of any impact or best practices promoted in sanitation sector

### **(III) Human Resource**



- a. Discipline wise key professionals on pay roll (not part time or contract basis) in the organization- Discipline, functioning level viz. I.) Management, ii) Mid Management and iii) Field (give number of professionals at functioning level)
- b. Human Resource of the bidder agency currently engaged in Sanitation- Name, designation, educational background, date of joining the organization and project wise experience in Sanitation. Separate list of key professionals who will be engaged in this assignment.
- c. Undertaking that the bidder agency/ employ personnel convergent in local language
- d. Details of engagement/ empanelment in any state/ national flagship schemes
- e. Undertaking that the bidder agency/organization is not blacklisted by any of the departments or other agencies
- f. District applied for and list of activities being carries out in the proposed district in tabular form.

All formats and documents should be duly signed and stamped. It is important to note that all the information needs to be submitted in the **Annexure 1** as per prescribed **PEFORMA FOR PROPOSAL** with all *supporting documents* which must be *duly signed* by the authorized signatory of the agency. Without supporting documents provided information will be treated unavailable.



**ANNEXURE 1: PERFORMA FOR PROPOSAL**

Sl. No.	Particulars	Remarks
<b>A.</b>	<b>General Information of the Organization</b>	
1.	Name, Email and Contact Details of the Organization	
2.	Type of Organization (Date of registration in case of NGO)	
3.	Detail of Office Bearers Name, Educational Background, Position and Area of Specialization	
4.	Infrastructure: Specifically training centre details [Attach Additional Sheets]	
5.	Financial Information: Abstract of audited reports of last three years [copies attached]	
6.	Attach Published/Certified Annual Reports for last 3 years	
<b>B.</b>	<b>Experience in Sanitation</b>	
1.	Total years of experience in Sanitation projects/ schemes of International agencies, Central Government Departments, State Government Departments and their Agencies	
2.	Total years of experience in Developmental Sector	
3.	Total years of specific experience in Sanitation work	
4.	Donor wise brief of the work done in Sanitation Name of the donor, name of the project, period, location of work, achievement and completion period for the last three years [Attach sheet if required]	
5.	Technical tools adopted- PRA/ Participatory tools, Thematic Studies and Case Studies and any other specific sanitation related activities undertaken	
<b>C.</b>	<b>Human Resource</b>	
1.	Total number of discipline wise key professionals on pay roll (not part time or contract basis) in the organization- Discipline, Functioning Level	
2.	Give number of professional at functioning level	
	i) Management	
	ii) Mid Management	

	III) Field Level	
3.	Human Resource of the bidder agency currently engaged in Sanitation - Name, Designation, Educational Background, Date of Joining the Organization and district wise experience in Sanitation. Separate list of key professionals who will be engaged in this assignment	
4.	Details of engagement/ empanelment in any State/ National flagship schemes	
5.	Undertaking that the organization is not black listed by any of the departments or agencies	
6.	District applied for and list of activities being carried out in the proposed district in tabular form	
7.	All formats and documents should be duly signed and stamped	

**ANNEXURE 2: ASSIGNED WEIGHTAGE FOR PARAMETERS IN PHASE 1**

Sl. No.	Parameter	Assigned Scores
<b>A. General Information of the Organization</b>		
1.	<b>Infrastructure: Specifically training centre details [Attach Additional Sheets]</b>	<b>Total score: 10</b>
	Training Centre with capacity of 100 people	5
	Training Centre with capacity of 150 people	7
	Training Centre with capacity of >150 people	10
2.	<b>Average Annual Financial Turnover in the last 3 financial years (2014-15, 2015-16 &amp; 2016-17)</b>	<b>Total score: 10</b>
	Minimum Rs. 10 Lakhs	5
	11-20 Lakhs	7
	>20 Lakhs	10
<b>B. Experience in Sanitation</b>		
1.	<b>Total years of experience in Sanitation projects/ schemes of International agencies, Central Government Departments, State Government Departments and their Agencies</b>	<b>Total Score: 20</b>
	3-5 years experience	10
	>5 years to 7 years	15
	>7 years	20
2.	<b>Total years of experience in Developmental Sector</b>	<b>Total Score: 20</b>
	7 years	10
	8 years to 10 years	15
	>10 years	20
3.	<b>Projects with Donor Agencies</b>	<b>Total Score: 10</b>
	Projects with National Donor Agencies	7
	Projects with International Donor Agencies	10
<b>C. Human Resource</b>		
1.	<b>Total number of key professionals (on Sanitation) on pay roll (not part time or contract basis) in the organization-</b>	<b>Total Score : 30</b>



Agencies with 5 key professionals with expertise on WASH	10
Agencies with 7 key professionals with expertise on WASH	20
Agencies with >7 key professionals with expertise on WASH	30

  
Chief Engineer (Sanitation), PHE, Assam  
Hengrabari, Guwahati: 36